

# LONGTON RUGBY UNION FOOTBALL CLUB

## CLUB RULES

### 1. Name

The Club shall be known as the Longton Rugby Union Football Club. The Club shall be affiliated to the Staffordshire Rugby Football Union and the Club's rules shall incorporate the Laws of the Rugby Football Union.

### 2. Objects

(a) The aims of the Club shall be to provide for its Members the opportunities for the playing of the game of Rugby Union Football, associated sports and other related sports activities and the provision and maintenance of Clubhouse facilities for the enjoyment of its Members.

(b) All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

### 3. Members

(a) The Club shall consist of the following:-

- (i) Vice Presidents as per Rule 6
- (ii) Honorary Life Members as per Rule 7
- (iii) Life Members as per Rule 5
- (iv) Full Members
- (v) Social Members
- (vi) Junior Members (under 18 as at 1st day of September in any year)

(b) Junior Members shall be entitled to all the benefits and privileges of Membership except that they shall not be qualified to be Officers or Members of the Executive Committee or to vote as Members or to propose any candidate for Membership of the Club.

(c) Membership of the Club shall be open to any person who wishes to follow the objects of the Club and who completes a membership application form.

(d) The name and address of any candidate for membership must be prominently displayed in part of the Club premises frequented by Club Members. No person may be admitted to membership or be admitted as candidates for membership to any of the privileges of membership, without an interval of at least 2 days between their application for membership and their admission”.

(e) A Member shall cease to be a Member:-

(i) Where notice in writing is given to the Secretary of cancellation of membership

(ii) If there is non-payment of any subscription due within two months after the due date for payment as defined in Rule 4.

(iii) The Executive Committee passes a resolution in accordance with Rule 9.

(f) Upon ceasing to be a Member any person shall forfeit all rights to and claims upon the Club, its property and funds.

#### **4. Subscriptions**

Every Member shall pay to the Club a subscription which shall become due as soon as the Member is elected to the Membership of the Club. The subscription must be paid before the Member is entitled to any of the privileges of the Club. Subscriptions shall be as decided at the Annual General Meeting and shall become due upon the 1st October and be paid by the 30th November in any year.

#### **5. Life Members**

Any Member may at any time after payment of the first annual subscription compound by one payment all future subscriptions, and shall thereupon become a life Member and be entitled to all privileges of Membership for life unless the Member shall cease to be a Member under the provisions of rule 3 or be expelled under rule 9. The compounding fee shall be determined from time to time by the Executive Committee.

#### **6. Vice-Presidents**

The Executive Committee may invite as Vice Presidents such persons who have rendered exceptional service to the Club. Members may send to the Secretary names suggested for invitation. Vice Presidents shall be entitled to all benefits and privileges of full Membership and shall pay such annual subscription as shall be decided at the Annual General Meeting.

#### **7. Honorary Life Members**

Any Member who has rendered outstanding services to the Club may be invited to become an Honorary Life Member by resolution carried at the Annual General Meeting, provided that there shall not be at any one time more than 20 Honorary Life Members. Members may send to the Secretary names suggested for invitation who shall not be required to pay any entrance fee or subscription but shall be entitled to all the benefits and privileges of the Club.

#### **8. Register of Names**

The Club shall keep a Register of Members in which the Secretary will enter the following particulars:-

(a) The names and addresses of the Members.

(b) The date on which each person was registered as a Member, and the date upon which any person ceased to be a Member.

(c) The names and addresses of Officers of the Club, together with the office held by them and the date upon which office was assumed.

## **9. Executive Committee**

(a) The management of the Club shall be controlled by an Executive Committee consisting of the following officers, who shall be elected at the Annual General Meeting:

- (i) President
- (ii) Club Chairman
- (iii) Secretary
- (iv) Treasurer
- (v) Chairman of Rugby
- (vi) House Chairman
- (vii) Commercial Manager
- (viii) Bar Secretary
- (ix) Bar Chairman

(b) Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

(c) The duties of the Executive Committee shall be:

(i) To control the affairs of the Club on behalf of the Members.

(ii) To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members and should be audited before every Annual General Meeting. The Club shall maintain a bank current account and the following Officers shall be authorised to sign Club cheques: two from the Chairperson; Treasurer and Secretary.

(d) The Executive Committee shall have a quorum of five members.

(e) Any casual vacancy on the committee or of any office including that of Trustee or Auditor arising between Annual General Meetings may be filled by the Committee save that any vacancy on the Liquor Committee shall only be filled by elected members of the Executive Committee.

(f) The Executive Committee shall appoint such sub-committees as it may deem necessary.

(g) The Executive Committee shall meet at least once in every month to examine the accounts and arrange the affairs of the Club. Minutes shall be taken of all the proceedings of the Committee and shall be open to any Member of the Club applying to the Secretary thereof.

(h) The Executive Committee may from time to time make, vary and revoke by-laws not inconsistent with these rules for the regulation of the internal affairs of the Club and the conduct of the Members. All by-laws shall, until revoked by the Committee, be binding on the Members.

(i) (i) The Executive Committee shall have the power to reprimand, suspend or expel any Member who shall infringe any rule, regulation or by-law or whose conduct shall bring

the Club into ill repute. Such expulsion from Membership shall be carried by a two-thirds majority of the Members of the Executive Committee.

(ii) Notice in writing shall be given to any Member or Members, whose conduct is to be considered by the Executive Committee with a view to possible disciplinary action against that Member or Members. Members shall have the right to present their case to the Executive Committee.

(j) Decisions at meetings of the Executive Committee are made by a simple majority and in the event of equality of voting the Chairman (or the acting Chairman of that meeting) shall have a casting vote.

## **10. Liquor Committee**

The purchase of intoxicating liquor for supply by the Club shall be in the absolute discretion of a Liquor Committee consisting of the following, who shall be elected at any General Meeting:

- (i) Bar Chairman
- (ii) Bar Secretary
- (iii) Four Committee Members

## **11. Sale of Intoxicating Liquor**

The Club may sell intoxicating liquor:-

(a) Pursuant to Section 49 of the Licensing Act 1964, to the following:-

(i) Any person or body who hires for payment or reward the Club premises for some special function, provided that the number of hirings shall not exceed twelve in number in any period of twelve months commencing on the 1st day of January each year.

(ii) Members, Officials and supporters of visiting teams on match days who shall be afforded all the privileges of the Club rooms on that day as if they were Honorary Members of the Club.

(b) To Members' visitors as provided for in Rule 18.

## **12. Permitted Hours**

The permitted hours shall be such as may from time to time be fixed by the Liquor Committee in accordance with the provisions of the Licensing Act 1964 S.62 (or any statutory provision for the time being governing the matter) and published on the Club's Notice Board and made effective by written notice given to the Clerk to the Justices for the appropriate Licensing Authority concerned under the provisions aforesaid.

## **13. Trustees**

(a) Any property purchased by the Club shall be vested in the names of not more than four nor less than two Trustees as equal joint tenants to be held for the benefit of the Club who

are to be appointed from time to time by the Executive Committee, and any vacancy among such Trustees shall be filled by the Committee, such property to be dealt with by them as the Committee shall from time to time direct by resolution (of which an entry in the Minute Book shall be conclusive evidence).

(b) The Trustees shall be indemnified against risk and expense out of the Club's property.

(c) The Trustees shall hold office until death or resignation, or until removed from office by a resolution of the Executive Committee who may for any reason which may seem sufficient to a majority of them present and voting at any meeting, remove any Trustee or Trustees from the office of Trustee.

(d) All Trustees of the Club shall be ex-officio Members of the Executive Committee of the Club.

#### **14. Borrowing of Money**

If at any time the Club in General Meeting shall pass a resolution authorising the Executive Committee to borrow money, the Executive Committee shall thereupon be empowered to borrow money for the purposes of the Club such amount of money either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution, and thereupon the Trustees shall at the direction of the Committee make all such dispositions of the Club property or any part thereof and enter into such agreements in relation thereto as the Committee may deem proper for giving security for such loans and interest. All Members of the Club, whether voting on such resolution or not, and all persons becoming Members of the Club after the passing of such resolution, shall be deemed to have assented to the same as if they had voted in favour of such resolution.

#### **15. Annual General Meetings**

(a) The Annual General Meeting of the Club shall be held prior to the commencement of every playing season. Fourteen clear days written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every member at their home address and posting the notice on the Club notice board. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting and any nominations for office at least 7 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.

(b) The business of the Annual General Meeting shall be to:-

(i) confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.

(ii) receive reports of the activities of the Club during the preceding year.

(iii) receive and consider the accounts of the Club for the preceding year and the Auditors report on the accounts and the Treasurer's report on the financial position of the Club

(iv) elect officers and other committee members

- (v) remove and elect the Auditors and the Trustees or to confirm that they remain in office
- (vi) fix the subscriptions for the current year.
- (vii) Transact such other business received in writing by the Secretary from Members 7 days prior to the meeting and included on the agenda.

## **16. Extraordinary General Meeting**

An Extraordinary General Meeting may be called either by resolution of the Executive Committee or by a petition signed by not less than thirty Members or one-fifth of the total Membership (whichever is the smaller number) such General Meeting to occur within twenty one days of the petition being handed to the Secretary. Fourteen clear days written notice shall be given to Members of the Extraordinary General Meeting by circulating a copy of the notice to every member at their home address and posting the notice on the Club notice board.

## **17. Proceedings at Annual and Extraordinary General Meetings.**

- (a) Resolutions at Annual General Meetings shall be passed by a simple majority of the votes entitled to be cast by the Members present.
- (b) Resolutions at Extraordinary General Meetings shall be passed by a majority of the votes entitled to be cast by the Members present.
- (c) Each Member shall have one vote on every resolution.
- (d) In the event of equality in voting at an Annual General Meeting the Chairman (or acting Chairman at that meeting) shall have a second or casting vote, but there shall be no second or casting vote on any resolution proposed at an Extraordinary General Meeting.
- (e) A quorum for a General Meeting shall be 25 Full Members and 2 Officers of the Club including 2 from the Chairperson; Secretary and Treasurer.

## **18. Visitors**

- (a) Every Member shall be allowed to introduce visitors, subject to such regulations or by-laws as shall be made from time to time by the Executive Committee. The Member introducing a visitor must on every occasion obtain the Visitor's signature in the Visitors' Book kept for this purpose and countersign and date the signature. After a visitor has been to the Club on four occasions, he or she will be required to become a Member by applying in the normal way.
- (b) Members' visitors who commit a breach of the Club rules or by-laws will be expelled from the Club's premises immediately, and the Member who introduced him/her will be suspended from Club activities pending investigation.

## **19. Sponsors**

(a) A sponsor shall be defined as a person who whether for himself or on behalf of another makes payment to the club in an amount defined in any season by the Executive Committee as payment for either:-

(i) Sponsorship of any match

(ii) Sponsorship of any advertising board in or on the club grounds

(b) Any sponsor defined above shall be treated as an Honorary Member of the Club for the season in which sponsorship payment is made.

## **20. General Administrative Provisions**

(a) The Club House shall be open to Members daily between such hours as the Executive Committee may from time to time determine; but the Committee may close it for such times as they may deem necessary for cleaning and repairs or staff holidays.

(b) The charges to be made for meals, refreshments and the like, and for billiards and other games, shall be fixed by the Executive Committee. Every Member shall, before leaving the Club, pay any such charges incurred by him/her whether on his/her own account or for a visitor.

(c) No Member shall, except for professional services rendered at the request of the Executive Committee, on any pretence or in any manner receive any profit, salary or emolument from the funds or transactions of the Club.

(d) No person shall at any time be entitled to receive at the expense of the Club or of any Member thereof any commission percentage or similar payment on or with reference to purchase of intoxicating liquor by the Club; nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to Members or guests apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.

(e) No Member shall give the address of the Club in any advertisement, or use the Club address for business purposes.

(f) In all cases of dispute among the Members of the Club relating to the affairs of the Club, the same are to be submitted to the Executive Committee and their decision to be taken as final.

(g) The liabilities of the Club shall rest jointly and severally upon the whole of the Membership. An acceptance of Membership to be a guarantee to this effect.

## **21. Dissolution**

(a) If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene an Extraordinary General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

(b) If at that Extraordinary General Meeting, the resolution is carried by at least two-thirds of the Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

(c) After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club, but shall be given or transferred to another Community Amateur Sports Club (CASC), a registered Charity or the Sports' Governing Body as specified in the resolution.

(d) A quorum for such an Extraordinary General Meeting shall be one half of the total club membership.

## **22. Amendment of Rules**

No amendment may be made to these Rules unless carried by a two-thirds majority at a General Meeting at which a quorum has been achieved.

## **Changes in the rules of the Club**

### **No. 2 – Objects**

Extended to enable for all surplus income and funds to be re-invested in the Club. This follows a directive from the Inland Revenue.

### **No. 21 – Dissolution**

Changed to enable the Club, if dissolved, to be transferred to another community amateur sports club.